

Program A: Administration

Program Authorization: R.S. 15:821-840.2 and R.S. 36:401-409

PROGRAM DESCRIPTION

The mission of the Administration Program is to provide leadership, direction, and institutional support in the day-to-day management of the institution, including maintenance of American Correctional Association (ACA) accreditation.

The goals of the Administration Program are:

1. Ensure that the unit operates safely, efficiently, and effectively through management's leadership, adherence to departmental regulations and procedures, and by meeting American Correctional Association standards.
2. Maintain a clean, well-groomed, and attractive environment at the unit that instills pride in both staff and inmates.
3. Effectively manage available resources to ensure maximum utilization and avoidance of budget deficits in accomplishing the unit's goals and objectives.

The Administration Program includes administration and institutional support activities. Administration includes the warden, institution business office, and ACA accreditation reporting efforts. Institutional support includes telephone expenses, utilities, postage, Office of Risk Management insurance, and lease-purchase of equipment. Administration and Institutional Support comprise approximately 5.4% and 4.5% respectively, of the total institution budget. The average cost per inmate day is \$34.51.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2000-2001. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

The objectives and performance indicators that appear below are associated with program funding in the Base Executive Budget for FY 2000-01. Specific information on program funding is presented in the financial sections that follow performance tables.

1. (KEY) To maintain ACA accreditation standards while continuing to provide services in the most economical, efficient, and effective way possible.

Strategic Link: This operational objective relates to Strategic Goal I: *To ensure that the unit operates safely, efficiently, and effectively.*

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Percentage of unit that is ACA accredited	Not applicable ¹	100%	100%	100%	100%	100%

¹ This was a new performance indicator for FY 1999-00. It did not appear under Act 19 of 1998 and has no FY 1998-99 performance standard. Prior to FY 1999-00, ACA accreditation was measured as a non-numeric indicator (with a yes/no value). However, since implementation of the Louisiana Performance Accountability System, performance indicators must have numeric values.

RESOURCE ALLOCATION FOR THE PROGRAM

Administration	ACTUAL 1998-1999	ACT 10 1999- 2000	EXISTING 1999- 2000	CONTINUATION 2000 - 2001	RECOMMENDED 2000 - 2001	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$556,599	\$633,023	\$633,023	\$717,295	\$622,920	(\$10,103)
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<u>\$556,599</u>	<u>\$633,023</u>	<u>\$633,023</u>	<u>\$717,295</u>	<u>\$622,920</u>	<u>(\$10,103)</u>
EXPENDITURES & REQUEST:						
Salaries	\$286,803	\$291,699	\$291,699	\$301,600	\$244,000	(\$47,699)
Other Compensation	0	0	0	0	0	0
Related Benefits	44,592	49,279	49,279	50,630	45,254	(4,025)
Total Operating Expenses	224,034	290,995	290,995	364,015	332,616	41,621
Professional Services	0	0	0	0	0	0
Total Other Charges	1,170	1,050	1,050	1,050	1,050	0
Total Acq. & Major Repairs	0	0	0	0	0	0
TOTAL EXPENDITURES AND REQUEST	<u>\$556,599</u>	<u>\$633,023</u>	<u>\$633,023</u>	<u>\$717,295</u>	<u>\$622,920</u>	<u>(\$10,103)</u>
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	8	8	8	8	8	0
Unclassified	0	0	0	0	0	0
TOTAL	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>0</u>

SOURCE OF FUNDING

This program is funded entirely with State General Fund.

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$633,023	\$633,023	8	ACT 10 FISCAL YEAR 1999-2000
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$633,023	\$633,023	8	EXISTING OPERATING BUDGET – December 3, 1999
\$6,626	\$6,626	0	Annualization of FY 1999-2000 Classified State Employees Merit Increase
\$3,839	\$3,839	0	Classified State Employees Merit Increases for FY 2000-2001
\$1,708	\$1,708	0	State Employee Retirement Rate Adjustment
\$16,621	\$16,621	0	Risk Management Adjustment
(\$64,684)	(\$64,684)	0	Salary Base Adjustment
\$787	\$787	0	Other Adjustments - Human Resource and Information Systems' personnel pay adjustments
\$25,000	\$25,000	0	Other Adjustments - Funding adjustment necessary for increased utility costs
\$622,920	\$622,920	8	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$622,920	\$622,920	8	BASE EXECUTIVE BUDGET FISCAL YEAR 2000-2001
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$622,920	\$622,920	8	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 98.4% of the existing operating budget. It represents 92.0% of the total request (\$677,371) for this program. The decrease in the recommended level of funding is primarily due to the adjustments necessary to fully fund the 8 recommended positions.

PROFESSIONAL SERVICES

This program does not have funding for Professional Services for Fiscal Year 2000-2001.

OTHER CHARGES

\$1,050 Allocation for Comprehensive Public Training Program

\$1,050 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

This program does not have funding for Acquisitions and Major Repairs for Fiscal Year 2000-2001.